Subject No. 11

1

G. R. S. 58]

Previous references.

1904-05

( )

File No. 3

~~Serial Nos.~~

Later references.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for

SUBJECT.

Approval of the office Manual by His Highness.
(Submission notes &c) 1904

17/E/1
C

GPB—3,500—21-7-14

Subd to Secy

1. A Sample copy of the office Manual is herewith put up. Slide a few corrections, as noted in black lead pencil, are necessary. They will be attended to before copies are finally printed off.

Recommend the proposal to procure a correct copy

2. I propose that three hundred copies may be printed. Every official must have a copy for himself to study for the examination. The officials will be responsible for seeing that their copies are kept unsoiled and for returning them after the examination is over.

3. Since the office manual is not intended for publication, we should guard against its surreptitious use by any official outside ——— the General Revenue Secl and by any non-official. This can become possible

Yes

only if the officials are not allowed to keep them permanently. Every Branch will have two or three copies under the personal custody of its Supt; and the officials of the Branch can freely refer to the provisions of the Manual in these copies during office hours. This is the practice in the D.R. of the Dept of the Govt of India; which, in my humble opinion, is nothing but healthy.

4. We cannot furnish at copies till the Diwan returns the sample copy duly approved. We cannot expect to have the copies ready before the 5th proximo. As the Graduation

4

Examination should be held atleast in the first week of June, ~~as~~ Early orders to print off are necessary. The appeals require a month's time for preparing themselves for the examination.

Dr. Narasinga Rao

26/4/04

Submitted to the Dewan

for favour of early orders. 26/4/04

Had made a slight alteration in Penal about maintenance or rather imperial removals. but must alteration be attended to?

1.V.04

Read from Lamb

To The Registrar for needful action 3/5/04

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Preface.

This Manual is compiled by Mr. D.M. Narasinga Rau, Registrar, mainly on the basis of the organization, practice and routine of the Department of Revenue & Agriculture, Government of India, without however, discarding the good points of our system of work. This Manual should be quoted in supersession of all previous orders on the subjects with which it deals.

2. Every member of the office is required to make himself familiar with the rules herein contained; for his efficiency and qualifications will be judged by the extent of his knowledge of the procedure prescribed in the Manual.

3. The Registrar and Superintendents will be held responsible for enforcing the provisions of the Manual and for bringing to notice any violations thereof. With this object in view, the Registrar should, by frequent personal inspections of the Branches, satisfy himself that the rules are well understood and observed.

4. None of the Secretariat officers including the Registrar shall be competent to introduce any alterations inconsistent with the office Manual which must be conformed to by all alike.

5. Additions and alterations of the rules, if necessary, will be issued under proper authority; and it will be the duty of every Superintendent to see that the Branch copies are duly posted up from time to time. Superintendents are bound to bring to the special notice of the Registrar any orders passed on cases, which tend to affect the rules laid down in the Manual.

By order

Secretary to the Govt. of His Highness the Maharaja, General & Revenue Dept.

5th April 04

Submitted to His Highness.

A provisional copy of the Office Manual prepared by Mr. Narasinga Rau is herewith submitted. The provisions thereof appear to be suitable; and together with the additions and alterations suggested by me in the body of the Manual itself, the rules should prove to be fairly sufficient and practical for our purposes.

2. The Secretary will be asked to write a Preface to the Manual on the lines of the draft herewith submitted.

3. Authority to print a sufficiently large number of copies will be given soon after the Manual is received back with Your Highness' gracious sanction.

4. There are, however, certain mat - ters which must be out of place in an Office Manual. A set of Secretariat Instructions for the guidance of the Members of Govern - ment

and the Secretariat staff of officers appear to be absolutely necessary, as is the case in the Government of India Secretariats. The authority competent to make appointments in the Secretariat, to approve important and unimportant drafts of Residency letters and various other matters may, with advantage, be dealt with in the proposed Secretariat Instructions which Mr. Narasinga Rau has been asked to prepare.

5.4.04

8

Record of Case submitted for the orders of His Highness the Maharaja.

DATE 6.4.04
NO. 1577

Subject.

Provisional copy of the Office Manual of the General and Revenue Secretariat;-for sanction.

Order.

1690/20/4/04 The Manual seems very Suitable & is approved.

KRW

12/4/04

a small correction was made by the Secy & it has been inserted in rule 21 on page 4.

Final issue might work off. Let me see a copy before publication

20.4.04

Rec. 19/4

Yelandur

Secretariat instructions should now be proceeded with.

Rect. 22/4/04
To Registrar
for needful
at once. 22/4/04